



## HOUSING FINANCE OFFICER POSITIONS

### About the Positions

The California Housing Finance Agency seeks candidates with management experience in the field of mortgage loan financing to fill two (2) section-head management assignments as Housing Finance Officer. The positions, both located in downtown Sacramento, are in the Homeownership Division and in the Loan Servicing Division.

#### **Homeownership – Loan Production Unit**

The Housing Finance Officer is responsible for the management of the Loan Production Unit consisting of approximately 20 individuals. The Loan Production Unit performs special tax law and program compliance underwriting to determine eligibility of first-time low and moderate income homebuyers seeking CalHFA financing. The Loan Production Unit also conducts reviews of a variety of closing documents on all approved loans submitted for purchase to the Agency from 50+ lenders throughout California.

#### **Loan Servicing Unit**

This position is responsible for managing the Single Family Loan Servicing Unit that services a portion of the Agency's portfolio. Incumbent oversees the loan servicing of over 7,000 single family 1<sup>st</sup> loans and 25,000 2<sup>nd</sup> subordinate loans – this includes the investor reporting, accounting, and cashing of loan payments and escrow administration i.e.; payment of taxes, hazard insurance and mortgage insurance. The Housing Finance Officer is also responsible for monitoring delinquencies, facilitating bulk loan purchases and sales, and overseeing the performance of vendor services for servicing software, lockbox, printers, inspectors and attorneys. This position coordinates audits by HUD and other outside auditors.

This recruitment will establish an eligibility list to fill the existing two (2) vacancies as well as any future vacancies in this classification.

### Experience Criteria

The qualified candidate possesses five years of mortgage loan experience, including one year of responsibility at the management level in a commercial bank, mortgage bank, savings and loan association, State housing finance agency, or in a closely related institution and equivalent to graduation from college, preferably with a degree in Planning, Economics, Business, Government, Finance or a related field. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equals two years of education.)

### Compensation Package

The salary is negotiable up to \$82,872 annually. Comprehensive benefits include California Public Employees Retirement System (CalPERS) retirement plan (following 24 months of service), medical, dental, and vision care insurance plans, tax deferred savings plans, and a \$50,000 group term life insurance policy. Additional benefits include generous leave options.

## The Agency

The California Housing Finance Agency (CalHFA) was established in 1975 as the State's affordable housing bank to meet the need for affordable housing for very low, low and moderate income individuals and families throughout California. As a State agency, we are a leader and innovator in providing financing products for affordable homeownership and rental housing developments.

Because of CalHFA's statutory independence and respected financial practices, we continue to maintain our ability to access capital markets, to attract investors and financial partners, and to provide low-cost financing in support of affordable housing. As a result of its financial strength and management skill, CalHFA has earned issuer credit ratings of Aa3/AA- and pledges its general obligation to many of its bonds and financial agreements.

CalHFA's Five-Year Business Plan projects a total of \$10.9 billion of loans and loan insurance, and plans to lend more than \$6.2 billion for home purchases, and \$3 billion for financing affordable multifamily rental units.

## Selection Procedure

Following the final filing date of March 24, 2006, application material will be screened in relation to the criteria outlined above. Candidates with qualifications matching the outlined criteria will be invited to interview with a qualifications appraisal panel. After that, the most qualified candidates will be invited to a meet with a selection committee.

Interested candidates should submit a standard state application (resume may be attached but must include) and letter of interest to:

Carol LiVecchi  
P.O. Box 4034  
Sacramento, CA 95812-4034

Questions should be directed to Carol LiVecchi at 916-327-5172 or [clivecchi@calhfa.ca.gov](mailto:clivecchi@calhfa.ca.gov)

State applications are available here <http://www.calhfa.ca.gov/about/employment/index.htm> and at the State Personnel Board's website at <https://forms.spb.ca.gov/Employment/index.cfm>

To ensure consideration, respond no later than March 24, 2006.

To view the official exam bulletin visit [http://www.calhfa.ca.gov/about/employment/job\\_hfo\\_3-24-06.pdf](http://www.calhfa.ca.gov/about/employment/job_hfo_3-24-06.pdf)